

# STATE OF ARIZONA

## RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives and Public Records  
**RECORDS MANAGEMENT DIVISION**  
 1919 West Jefferson Street  
 Phoenix, Arizona 85009  
 Phone: (602) 542-3741 - FAX (602) 542-3890

PAGE 1 OF 1

State Agency Password: <b>AWM-ADM</b>	Political Subdivision:	Agency Name <b>Arizona State Parks</b>
Org. Unit / Division: <b>Administrative Services</b>		Office
Address: <b>800 West Washington, 4th floor</b>		Phone: <b>542-2155</b>
		City: <b>Phoenix</b>
		State <b>AZ</b>
		ZIP <b>85007</b>

Submitted By (Name): <b>Eunice Kokovitch</b>	Title: <b>Financial Records Manager</b>	Signature: <b>X Eunice Kokovitch</b>
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No.	RECORDS SERIES	R. S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Attendance & Revenue Records	151690	1	4	5	After fiscal year prepared.
2.	Budget Files		5	-	5	After fiscal year prepared.
3.	Contracts, Agreements & IGA's (Including correspondence, bids & proposals)	001317	2	4	6	After expired.
4.	Deposits	151669	1	4	5	After fiscal year prepared.
5.	Employee Personnel Files	001925	2	3	5	After termination .
6.	Employee Time Reports	761954	1	2	3	After fiscal year prepared.
7.	Expense Accounting Records (state funded programs)	210390	1	4	5	After fiscal year prepared.
8.	<u>Grant Files:</u>					
a.	Agreements, Maps & Other Historical Documents (separated from Fod Grant Files)		Perm	*	Perm	Selected materials from park development & historic preservation (covenants) filmed. *Security copies stored @ RMC.
b.	Federal Grants (park development)	740325	-	5	5	After project closed. Return for review and separation of historical materials.
c.	Historical Preservation (covenants filmed)	742525	-	5	5	After project closed. Return for review.
d.	State Park Development	740625	-	5	5	After project closed.
9.	Outdoor Recreation Files	000625	1	2	3	After fiscal year prepared.
10.	Payroll Claims	161616	1	4	5	After fiscal year prepared.
11.	Payroll Deduction Records	150390	1	3	4	After fiscal year prepared. 29 CFR 404.1256
12.	Personnel Action Forms (AZ 001's)		3	-	3	After fiscal year prepared.
13.	Unsuccessful Bids & Proposals	819376	1	4	5	After awarded.

SUPERSEDES 4/17/91

Approved by: <i>Nancy Johnson</i> Director, Department of Library, Archives and Public Records RMC-2 H8/94	Approval Date: <b>MAR 10 1997</b>
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# *Disposition Schedule for*

Arizona State Parks - Administrative Services

*AWM - ADM*

<i>Record Series</i>	<i>RS Code</i>	<i>Old Schedule Code</i>	<i>Time in Office (yrs.)</i>	<i>Time in Records Center (yrs.)</i>	<i>Total Retention (yrs.)</i>	<i>Cut-off</i>	<i>Retention Schedule Code</i>
<b>Audio / Video Records - Historical</b>	10019		0	25	Permanent	Permanent. Retain per Arizona <i>Standards for Permanent Records</i> , or transfer to State Archives when administrative value has been served.	GS 1003, Item #10019.
<b>Photographs - Historical</b>	10027		0	25	Permanent	Permanent. Retain per Arizona <i>Standards for Permanent Records</i> , or transfer to State Archives when administrative value has been served.	GS 1003, Item #10027

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<b>Archaeology Records</b>	840		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	000-12-60, Item #1
<b>Land Acquisition Records - Phase I Environmental Records</b>	841		0	7	7	After date of simple acquisition.	000-12-60, Item #4.a.
<b>Land Acquisition Records - Appraisal Reports and Other Records Needed to Acquire Parcels Through Condemnation</b>	842		0	15	15	After condemnation settled and related legal cases closed.	000-12-60, Item #4.b.

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<b>Land Acquisition Records - Deeds and Title Insurance Policies</b>	843		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	000-12-60, Item #4.c.
<b>Land Acquisition Records - Acquisition Related Correspondence</b>	844		0	1	1	After acquisition completed or abandoned.	000-12-60, Item #4.d.
<b>Park and Trail Development and Planning Records</b>	845		0	10	10	After created or received.	000-12-60, Item #7

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<b>Park Plans and Blueprints - Historical</b>	846		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	000-12-60, Item #9
<b>Grant Records - Administrative and Financial</b>	10280	833	1	5	6	After final expenditure report submitted.	GS 1018, Item #10280
<b>Abandonments, Easements and Right of Way (ROW) Records</b>	10237		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	GS 1016, Item #10237

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<b>Accounts Payable and Receivable Records - State Agencies, Boards and Commissions</b>	10055		0	5	5	After fiscal year created or received.	GS 1017, Item #10055
<b>Budget Records, Official Approved and Appropriated Budget</b>	10061		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	GS 1017, Item #10061
<b>Capital Asset Records, All Other Records</b>	10067		0	3	3	After fiscal year of disposal of property but not less than 6 years after property acquired.	GS 1017, Item #10067

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<b>Financial Reports, All Other Detail or Summary Reports - State Agencies, Boards and Commissions</b>	10073		0	5	5	After fiscal year created or received.	GS 1017, Item #10073
<b>Architect / Consultant Records - Not Used</b>	10316		0	3	3	After created or received.	GS 1023, Item #10316
<b>Construction Records - Completed</b>	10321		0	9	9	After construction completed.	GS 1023, Item #10321
<b>Construction Records - Proposed by Not Completed</b>	10322		0	7	7	After project abandoned.	GS 1023, Item #10322

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<b>Facility Assessment Records</b>	10333		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	GS 1023, Item #10333
<b>Maintenance / Repair Work Orders - Major Work</b>	10338		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	GS 1023, Item #10338



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<b>Maintenance / Repair Work Orders - Routine Work</b>	10339		0	3	3	After work order closed.	GS 1023, Item #10339
<b>Master Plans - Historical</b>	10340		0	25	Permanent	Permanent. Retain per Arizona Standards for Permanent Records, or transfer to State Archives when administrative value has been served.	GS 1023, Item #10340
<b>Master Plans - Non Historical</b>	10341		0	5	5	After superseded or obsolete.	GS 1023, Item #10341
<b>Security Records (Includes security plans for facilities.)</b>	10348		0	3	3	After superseded or obsolete.	GS 1023, Item #10348